

13 January 1976

MEMORANDUM FOR: Assistant to the Director

Angus and Pat (So listed only for alphabetical and not male chauvanistic reasons):

- 1. This Directorate is giving consideration to devising an in-house publication addressing itself, basically, to management issues. A good start has already been made on it. One of the ingredients of the plan would be to task an officer in each of our Offices to make a periodic contribution.
- 2. One thing we would like to see is the articles written in punchy and attractive English, as opposed to stultified and constipated bureaucratese.
- 3. We would greatly appreciate both of you sitting down with this group of people from 10:45 a.m. to 11:30 a.m. in the DD/A Conference Room (7D-32) on Thursday, 5 February, and carrying on a dialogue on how one puts together a punchy-type article. If that date is not convenient for one or the other we would be happy to reschedule.
- 4. Stated in other terms to both of you fine people, I am now picking up a blue chip.

STATINT

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John F. Blake Deputy Director for Administration